

Team: Administration

Date:

Action Plan Summary

Key Assumptions				
<ul style="list-style-type: none"> – The impending move of SFA to a new facility requires a Facilities and Property Management Team. – Travel Management is a very sensitive internal function with high visibility – Policies and Procedures are integral to a successful CFO but very few are in place right now. 				
Team Goals		Key Success Indicators		
<ul style="list-style-type: none"> – Develop and implement an effective Travel Management process (H,L) – Create an effective Facilities Management process (H,M) – Create an effective Property Management process (H,M) – Create and roll out Policies and Procedures for SFA (H,L) – Develop and implement CFO training program(?) 		<ul style="list-style-type: none"> – No more manual entry of travel vouchers. Clear travel policy created and disseminated. X% Reduction in non-standard requests. Reduction of FTEs required by X% – Process up and running for seamless transition to new facilities, X% fewer security breaches, X % less space turnover – Records management and personal property processes implemented – Design and complete policy framework and policies then disseminate to employees by 06/01/01 – Training developed and implemented 		
Process/Function	FTE's	Role In Goal Achievement		
– Travel Management	1.25/2	<ul style="list-style-type: none"> – These FTE's design and implement the new Travel Management system and train other employees to use it. They will also use technology to eliminate manual voucher entries. 		
– Accounts Payable	3.35/0	<ul style="list-style-type: none"> – The AP resources will work to create a clear credit card policy and eliminate/ modify preapproavl process. This helps with travel management. 		
– Facilities and Property Mgt	1/5	<ul style="list-style-type: none"> – These current and additional FTE's will implement a records management policy, personal property mgt policy and implement facilities mgt and security mgt systems 		
– Policies & Procedures	0/2	<ul style="list-style-type: none"> – Research Fed requirements and current practices and develop policy framework and policies 		
– HR	1.25/0			
– Project Support & Crisis	1/0			
– Internal Communication	.15/0			
– Total	8/9			
Key Actions		Impact	Start	Comple te
				Responsibility

CFO Organization

Team Action Plan

Develop a development and implementation plan for a new travel management system	Allows for a clear idea of what travel mgt system will do and what FTEs are needed	01/01/01	02/01/01	
Develop position descriptions and hire FTEs for travel mgt system based on new plan	Allows mgt to reevaluate there FTE requests based on new plan	02/01/01	02/15/01	
Develop new Travel management system	Travel management system produced	03/01/01	06/01/01	
Implement system and train personnel	Personnel are knowledgeable about system	06/01/01	08/01/01	
Accounts payable resource redesigns credit card policy and disseminates information	Improved processing of travel expenses	02/01/01	04/01/01	
Create staffing plan for facilities and properties management FTEs	This plan allows for F&PM to ramp up slowly as the move to their new facility approaches.	01/01/01	02/01/01	
Incrementally hire facilities and properties management personnel as date of move to new building approaches	These resources could design and inform employees of new building policies before the moving date	Incrementally but beginning 02/01/01	Prior to Move	
Hire policies and procedures resources	A policy framework is developed by new resources	01/01/01	06/01/01	

Function/Activity Detail

Process/Function	FTE's	Description of Key Work Activities
Travel Management		
Travel Authorization and Processing	1.25/1	
Enhance Travel Services	0/1	
Accounts Payable		
Manage Credit Cards	.25/0	
Acquisition	1.6/0	
Processing payment through third party checks	1.5/0	
Facilities and Property Management		
Maintain Coordinate Space	1/0	
Records Management and Disposal	0/1	
Personal property management	0/.25	
Facility Management	0/1.75	
Security Management	0/1	
Regional Facilities Management	0/1	
Policies & Procedures		
Develop SFA Administrative Guidance	0/2	
HR		
Develop CFO Training program	1.25/0	
Project Support		
Project Support and Crisis	1/0	
Internal Communication		
Interagency agreements	.15/0	
Total	8/9	